



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 18.14-DOE

Subject: Program Staffing Team Composition-Responsibilities

supersedes: DYD 16.4

Approved by:

Effective date:

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Authority:

TCA 37-5-106

ACA Standard:

2-9340, 2-9344, 2-9391

- I. APPLICATION: To all Youth Development Center employees.
- II. POLICY: The Youth Service Manager of Treatment, or designee shall assign a program staffing team for each youth admitted to the program. This team shall be responsible for developing the youth's treatment program and maintaining records and documentation.
- III. PROCEDURES:
 - A. The nucleus of the program staffing team shall be the youth's counselor who serves as team leader and whose primary responsibility is planing and monitoring the IPP, a teacher whose primary responsibility is the development of educational goals and objectives, a Youth Service Officer whose responsibility is development of social skills and supervision of goals and objectives, and the youth who shall be encouraged to actively participate.
 - B. The following people may attend the program staffing
 1. The youth's vocational instructor(s);
 2. The youth's parent(s) or guardian(s);
 3. The youth's Probation Officer;
 4. A representative of the youth's local education agency;
 5. Consultants to whom the youth been referred;

6. Medical representatives;
 7. Recreation staff;
 8. Representative of the Department of Mental Health and Mental Retardation;
 9. Others who have expressed an interest in the youth and whose presence at team meetings has been determined to have a positive effect on the planning for the youth. (This determination shall be made by the staffing/treatment team leader.)
- C. In cases where the youth is suspected of being in need of special education services, the team shall include school administrator or designee, a teacher who has had or will have the youth in a teaching situation, and a special education teacher and/or someone competent to interpret the assessment data available on the youth.
- D. The program staffing team shall be responsible for reviewing information received from classification and developing the IPP as follows:
1. Goals/objectives/interventions to meet the youth's need identified by classification;
 2. Determine methods and materials to be used;
 3. Assign responsibility for implementation to specific staff;
 4. Recommend a timetable for completion;
 5. Monitor and note progress on a monthly and quarterly basis;
 6. Make changes as necessary in the IPP;
 7. Determine when a recommendation for release is appropriate;
 8. All members present at the staffing shall sign the program staffing summary;
- E. The expectations of the program staffing team for the youth will be clearly explained.

IV. FORMS: None

**(Note: This Policy Cannot Be Revised Without Prior Permission
of Chancery Court, Davidson County, Nashville, Tennessee.)**